

SECRET

14 March 1962

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MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
from 1-28 February 1962

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 14,567 IN cables, 5,484 OUT cables, 1,079 TD's and 694 miscellaneous items for a total of 21,824 work items. This represents a decrease of 2,311 items or 10% less than the 1961 monthly average of 24,135 work items.

b. Cables decreased 1,954 or 9.5% under the 1961 monthly average of 22,005 cables. The February 1962 total is 1,914 or 9.5% less cables than January 1962 and 151 or .7% less cables than February 1961.

c. TD's decreased 86 or 8% under the 1961 monthly average of 1,165 TD's

d. We processed an average of 917 cables Monday through Friday, 650 on Saturday and 217 on Sunday.

e. 625 cables or 3% of all cables processed were furnished to the Director as compared to 642 or 3% for January 1962.

f. Non-CIA cables totaled 10,978, a decrease of 1,394 or 12% below the 12,372 monthly average for 1961. The February 1962 total is 1,910 or 17% less than January 1962.

g. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 35,682 items, or 1,274 items each 24 hour day.

2. Personnel

We are three persons short of our T/O of [REDACTED] persons. We gained one Mail and File Clerk on the night tour. However, we anticipate losing one Mail and File Clerk and one Clerk Typist (Maternity Leave) in March.

3. General

a. Our planned move of our non-CIA Branch from their ground floor location to our permanent quarters in 1A53 was delayed. The Branch will move on 1 March followed by our own main office move from L Building on 10 March. All indications tend to confirm that these moves will be made as scheduled. (NOTE: The move went off smoothly and on schedule.)

b. We have begun to revise and consolidate requirements and cut back cable delivery points in accord with the study, just concluded, of the dissemination of S/S and other non-CIA cables. The total revision will require some time to complete but progress is being made.

c. [REDACTED] will be away from March 7 to 19 attending a Management Workshop [REDACTED]

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Cable Secretary